

MINNESOTA DISTRICT COURT TENTH JUDICIAL DISTRICT			
OFFICIAL COURT REPORTER Appointing Authority: The Honorable Tammi A. Fredrickson			
OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
Tenth Judicial District Anoka County Courthouse Anoka, MN	Official Stenographic Court Reporter Union-Teamsters	Full-time 40 hrs/wk M-F 8-4:30	Internal and External

DESCRIPTION: The Honorable Tammi A. Fredrickson, who is chambered in the Anoka County Courthouse in Anoka, Minnesota, is seeking an official stenographic court reporter. This position is responsible for the verbatim recording and transcription of testimony of judicial proceedings, hearings, and conferences in compliance with all applicable statutes and court rules or as directed by the appointing authority.

RESPONSIBILITIES:

The responsibilities include, but are not limited to:

- Capture verbatim record of court proceedings.
- Read back testimony upon request.
- Prepare transcripts and court orders.
- Maintain accurate and complete files and records.
- Maintain awareness of Rules, Statutes, and policy changes/additions/deletions.
- Serve as confidential assistant and secretary to the appointing authority and judicial officers.
- Some travel may be required.

MINIMUM QUALIFICATIONS:

Stenographic:

- A high school diploma or the equivalent.
- Graduate of a court reporting school approved by the National Court Reporter Association (NCRA), and the Minnesota Supreme Court, and,
- A Registered Professional Reporter (RPR) designation from the NCRA or compliance with the Minnesota Supreme Court Order 81-876.

SALARY RANGE: \$17.33 - \$26.88 hourly. Includes full State of Minnesota benefits package. For benefit information visit www.doer.state.mn.us.

APPLICATION DEADLINE: Applications accepted until 4:30p.m. on Friday, September 29, 2006.

TO APPLY: Download an application from www.mncourts.gov, or obtain by calling (763) 422-7431. Submit completed application form, cover letter, and resume to:

**Tricia Hedin
Tenth Judicial District**

**W370 Anoka County Courthouse
325 E. Main St
Anoka, MN 55303**

Equal Opportunity Employer